

**Lebanon Board of Finance
Minutes of December 9, 2010
Regular Meeting**

Members Present: Liz Charron, Chairman, Glen Coutu, David Geligoff, Betsy Petrie, Lori Wesolowski, and Susan Zickmann (alt).

Members Absent: Gregg LaFontaine, Chuck Haralson (alt), Phil Johnson (alt)

Item A. Call to Order.

The meeting was called to order at 7:33 p.m. by L. Charron, Chairman. S. Zickmann was appointed to vote in the absence of Gregg LaFontaine until such time as he arrives.

Item B. Review and consider accepting minutes of November 9, 2010 Regular BOF Meeting.

B. Petrie moved to approve the minutes of the November 9, 2010 Regular BOF meeting. Motion seconded by D. Geligoff. Motion passed unanimously.

Item C. Correspondence.

Additional items handed out at the meeting included a copy of the Lebanon Plan of Conservation and Development and a letter of approval by the BOS granting a one month extension to the tax assessor for preparing the grand list.

Item D. Monthly Expenditures/Revenues/Payment of Bills.

The Board reviewed the monthly expense, revenue and capital reports. All expenses are in line with the budget at this time. Payment of some past due taxes have come in including one \$90,000 payment. Additional tuition revenue is expected to be received in January. L. Charron noted that insurance costs have been running unusually high and asked the Town Accountant to research this item as well as the balance that is remaining following the payment to United Community Services.

Item E. Ongoing Business

1. Update on consultant work in the Finance Office

a. Consider and act on recommendations to be presented by the consultant.

Consultant Linda Savitsky presented the Board with an overview of her recommendations for the Finance Office. Her recommendations covered staffing the financial function, updates to accounting, IT, purchasing, revenue management, and the tax collector's office. BOF next steps are to prioritize the recommendations, analyze the costs, develop a timeline and adopt a plan. L. Charron requested an explanation on why the capital accounts project was not completed when it was expected that this was to be complete by the end of June. The BOF agreed that the Finance subcommittee should reconvene to further consider the recommendations and next steps in the process.

b. Consider and act on new procedures.

Joyce Okonuk presented the BOF with a new policy and procedure manual for the Finance Office. The BOF agreed that more time is needed to review the material and added that anything involving the Board of Education should be provided for their review as well.

2. 2011 – 2012 Budget Process

a. Status of budget packets

Budget packets were sent out on November 30, 2010. The BOF will review their budget items at the January meeting.

b. Communication Plan

The BOF budget sub-committee will look into preparing a letter to be posted with the budget calendar on the town website and in town publications.

Item F. New Business

1. Consider and act upon updated funding information for the Waterman Road and Taylor Bridge Road bridge projects.

J. Okonuk stated there would be approximately \$65,000 left over from the Mack Road bridge appropriation. She provided a summary of those projects that have left over balances that could be used to fund future projects as opposed to financing through bond issue. B. Petrie moved to rescind the motion of the November 9, 2010 Special Meeting, Item F, requesting that the BOS call a special town meeting for the purposes of considering a resolution appropriating \$580,000 for costs related to the design and construction of the Waterman Road and Taylor Bridge Road bridge projects and authorize the issue of bonds and notes in the same amount to finance said appropriation. Motion seconded by Lori Wesolowski. Motion passed unanimously.

D. Geligoff moved to request the BOS to call a special town meeting for purposes of obtaining approval to reallocate unexpended amounts from the funding of the following projects under the Highway Road and Bridge Plan:

5340	Hwy Road Plan	\$ 36,750
5342	Oliver Road Bridge	\$ 1,869
5382	Tobacco St. Bridge	\$ 5,031
5383	Mack Road Bridge over Pease Brook	\$ 65,000
5344	Hwy Road Plan-LOCIP	\$150,000
5377	Leonard Bridge-Phase IV	\$ 18,971
5378	Leonard Bridge-Phase V	<u>\$ 32,743</u>
Total:		\$310,364

with the remainder to come from fund balance in an amount not to exceed \$360,000 to fund the Waterman Road Bridge over Pease Brook project. Motion seconded by G. Coutu. Motion passed unanimously.

2. Discuss recommendation from CIRMA to increase the crime coverage and obtain computer fraud coverage for the town of Lebanon in FY 2011-12.

CIRMA recommendation was discussed with the BOF. Additional computer fraud coverage was recommended which would increase the present annual cost by \$530 to a total of \$990 annually. It was agreed that the BOS should move this

item to their agenda for discussion and approval at their next meeting. They can then work with the Finance Office to pay through the insurance budget.

3. Consider and act on closing a bank account at the Savings Institute that was originally established for the Jonathan Trumbull Library but is no longer used.

B. Petrie moved to authorize the Town Accountant to close the old checking account for the Jonathan Trumbull Library held at the Savings Institute and transfer the balance to the Town's account. Motion was seconded by G. Coutu. Motion was passed unanimously.

4. Consider and act on establishing a new fund for the purposes of tracking the revenue and expenditures associated with the Amston Lake Sewer project.

B. Petrie moved to request the Town Accountant to establish a new fund for the purposes of tracking the revenue and expenditures associated with the Amston Lake Sewer project. Motion was seconded by S. Zickmann. Motion passed unanimously.

5. Update on status of audit of 2009-10 fiscal year.

The audit is not yet complete due to delays in the receipt of requested items from the BOE and LVFD. The Auditor and Chairman of the BOF have filed an extension and it is anticipated that the draft will be ready by Christmas. The goal is to have the audit completed by the end of December.

Item G. Other

G. Coutu moved to add to the agenda a discussion of the purchase of a waste oil furnace to be located at the Town Garage. Motion seconded by D. Geligoff. Motion passed unanimously.

Joyce Okonuk proposed the purchase of a waste oil furnace for the town garage at a cost of \$11,000. This would allow for waste oil from the garage and also the Solid Waste Facility to be burned rather than paying for disposal. The BOS are looking to fund the purchase from the TIP fund. A question was raised about the feasibility of transporting waste oil from the SWF to the Town garage and the BOF questioned DEP regulations regarding this.

B. Petrie moved to authorize the appropriation of up to \$11,000 out of the TIP Fund for the purchase of a waste oil furnace providing that appropriate guidance from the DEP is obtained prior to such appropriation. Motion was seconded by D. Geligoff. Motion passed with 4 ayes and 2 nays, G. Coutu and D. Geligoff.

G. Coutu moved to add to the agenda a discussion of the correspondence received from the Republican Town Committee regarding a recent meeting of the Board of Trustees of the Jonathan Trumbull Library and the BOS. Motion was seconded by B. Petrie. Motion passed unanimously.

The RTC expressed concerns that the BOS attendance at the meeting in question may not have been properly noticed. The matter was forwarded to legal counsel, the firm of Branse, Willis & Knapp, LLC. for opinion. Following research of the matter, no violation was found and it was determined that the meeting was proper and was properly noticed.

B. Petrie moved to add to the agenda a discussion of the letter received from the BOS granting a one-month extension to the Assessor for completing the Grand List of 2010. Motion was seconded by G. Coutu. Motion passed unanimously. The Assessor is looking to have an extension in case more time is needed in completing the grand list. Her current work schedule allows for working two days per week. The extension will be used as a fall back if she finds more time is needed.

H. Adjourn

B. Petrie moved to adjourn the meeting. Motion seconded by D. Geligoff. Motion passed unanimously. Meeting was adjourned at 9:31 p.m.

Respectfully submitted,

Lisa K. Sedlmeier, Recording Secretary